



## Corrective Action



### Activity/Res Type Incorrect

DOTTL\_W01\_ACTVTY\_SOURC\_MISMTCH

#### Introduction

##### Description and Purpose



Use this query to identify all hours entered in Time & Labor for a specified Pay Period Range where the first 2 characters of Source do not match the first 2 characters of the Activity. Report output includes location, Employee Name & ID, Time reporting code (TRC), Combo Code and Project ID. Since this is a **watchdog** query, the desired result when running in HTML is: "No matching values were found".

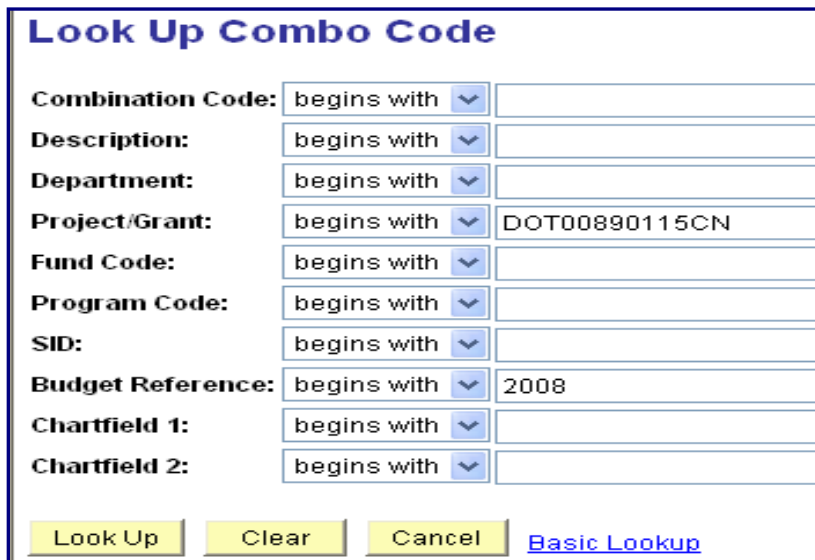
#### Results from Current Payperiod

Results indicate either that the employee did not code a Resource (Source) Type when selecting a Combination Code (Combo Code) or that the employee selected a Combo Code and Resource Type combination that have a mismatch between the Project Activity being charged and the Resource Type being selected. A correct match is that the first two characters of the Activity match the first two characters of the Resource Type. For example, If the Combo Code `DOT57461-0089-0115CN-IN01` the Activity field will be populated with `IN0000` which will require that a Resource Type be entered that begins with "IN" and should look similar to `IN103`.

1. The employee or the employee's supervisor will need to correct the employee's timesheet at the latest on the Monday following the pay period end. As a last resort, the employee/supervisor can make the change on Tuesday and be approved by the Supervisor on Wednesday morning. If the correction is made on Wednesday then it will be considered a "Prior Period Correction" and have to be handled by the steps denoted below.
2. Navigate to the employee's timesheet.

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- Click the  tab and scroll to the right to display the **Combo Code** field.
- In the **Combo Code** field, click the lookup icon .
- In the **Project/Grant** field, enter the Project ID, enter the Budget Reference (2008) and click the **Lookup** button.



The dialog box titled "Look Up Combo Code" contains several fields for searching. Each field has a "begins with" dropdown menu and a text input field. The "Project/Grant" field is populated with "DOT00890115CN" and the "Budget Reference" field is populated with "2008". At the bottom, there are three buttons: "Look Up", "Clear", and "Cancel", followed by a blue hyperlink labeled "Basic Lookup".

Field	Dropdown	Value
Combination Code:	begins with	
Description:	begins with	
Department:	begins with	
Project/Grant:	begins with	DOT00890115CN
Fund Code:	begins with	
Program Code:	begins with	
SID:	begins with	
Budget Reference:	begins with	2008
Chartfield 1:	begins with	
Chartfield 2:	begins with	

Look Up Clear Cancel [Basic Lookup](#)

- Select the appropriate Combo Code from the select results (i.e. [DOT57461-0089-0115CN-IN01](#)). The Combo Code field will be populated.
- Scroll to the left and enter the first two letters of the associated activity in the Resource Type field (i.e. **IN**) and click the lookup icon .
- Select the Resource Type that reflects the type of work that was done on the project. (i.e. **IN103 – Construction Inspection**).
- Click **Submit** to save the changes made to the timesheet.

## **Activity/Res Type Incorrect**

10. Supervisor should remind that employee that they need to be more diligent in coding their timesheets to prevent this error in the future.
11. The employee's supervisor needs to approve the timesheet change by the employee. If the change is made on Tuesday it can be approved by either the supervisor or the Payroll Unit on Wednesday after the pay period end. Any unapproved time will be approved by the Payroll Unit and require a sign off by the Unit Supervisor.

## **Results from Prior Payperiod – Missing Resource Type**

If the results are run for a date range prior to the current pay period, then results indicate that the supervisor did not pick up the error during their timesheet review prior to approval. There is **NO** corrective action required for this situation as the corrective action will be handled under another Project Costing Watchdog Report DOTPC\_W08\_REJCT\_PAYROLL.

## **Results from Prior Payperiod – Mismatched Activity/Resource Type**

If the results are run for a date range prior to the current pay period, then results indicate that the supervisor did not pick up the error during their timesheet review prior to approval. If the results indicate a mismatch between the Project Activity and Resource Type then this will require the preparation of a Spreadsheet Journal (SSJ) to be prepared by your budget coordinator and submitted to the Budget Development and Control for processing. Details on how to request this are explained below: